

Information for Applicants - Vigo County Merit Deputy Sheriff

Pre-applications for the position of Merit Deputy Sheriff will be emailed to the applicant only after successful completion of the Empco/Indiana Sheriff's Association aptitude testing.

Any employment application not complete and in compliance with applicant requirements will be rejected.

Provided with the pre-application is:

1. Job Description
2. Essential Job Requirements, Skills, and Abilities List
3. Other Requirements List
4. Physical Agility Test

The pre-application shall be returned to the Vigo County Sheriff's Office in-person by the applicant.

Mandatory documents to be attached to the pre-application are:

- a. Copy of Valid Driver License
- b. Copy of Birth Certificate
- c. Copy of High School Diploma or GED
- c. High School and College Transcripts of grades
- d. DD 214 Military Form (if applicable)

In 1999, the Indiana Law Enforcement Academy began using new physical fitness assessment standards. As part of the application process, a Physical Fitness Assessment will be conducted. All applicants will be expected to meet the Indiana Law Enforcement Academy exit standards in order to proceed in the application process.

The Vigo County Sheriff's Office strongly suggests you consult your physician if you have any concerns regarding your physical capability or conditioning. You will be required to sign a medical release form at the time of testing.

No applicant shall be discriminated against, or favored with respect to employment because of race, sex, religion, politics, national origin, or ancestry. Each applicant will be limited only by his own abilities and qualifications.

Applicant Steps (In Accordance With IC 36-8-10)
Vigo County Merit Deputy Sheriff

- 1) Indiana Sheriff's Association Aptitude Test through Ivy Tech
- 2) Pre-Application emailed to applicants meeting 75% + on aptitude test
- 3) Applicant personally returns Pre-Application along with attachments
- 4) Preliminary Background Check
- 5) ILEA Exit Standards Physical Fitness Testing

ILEA Exit Standards:

- a. 1.5 MILE-RUN Must be completed in 16 minutes, 28 seconds or less
 - b. VERTICAL-JUMP Minimum jump of 16 inches
 - c. PUSH-UPS 25 minimum, with no time limit
 - d. SIT-UPS 29 minimum, must be done in 1 minute
 - e. 300 Meter Must be completed in 71 seconds or less
- 6) Personality Test
 - 7) Completion of Full Application
 - 8) Interview by Peer Board
 - 9) Extensive Background Check
 - 10) Interview by Administrative Staff
 - 11) Interview by Sheriff / Merit Board
 - 12) Sheriff / Merit Board Jointly Create List of Eligible Candidates
 - 13) Sheriff appoints Merit Deputy Sheriff from List of Eligible Candidates
 - 14) Conditional Offer of Employment
 - 15) Drug Testing
 - 16) Physical Examination
 - 17) Polygraph Test
 - 18) Probationary Period (Begins 1 Year from the Date of Appointment)

Requirements for Vigo County Merit Deputy Sheriff

Applicants shall:

1. Be a United States citizen.
2. Be a resident of State of Indiana upon date of employment.
3. Reside within a twenty-five (30) minute response time to the Vigo County Jail.
4. Be at least twenty-one (21) years of age when appointed as a police employee.
5. Have a High School diploma, or it's equivalency as accepted by the Superintendent of Public Instruction for the State of Indiana.
6. Not have been convicted of a felony.
7. Agree to a thorough physical & mental examination by medical professionals designated by this department. No recourse to a negative judgment is permitted.
8. Have a substantially free automobile accident record in the sole judgment of this department.
9. Have a valid Indiana Driver's License.
10. Have a good work record with previous employers.
11. Have a good credit rating.
12. Take and pass an aptitude test.
13. Be in sound mental and physical health.
14. Submit to a thorough character investigation.
15. Sign a waiver and be willing to submit to a Polygraph Test.
16. Be willing to appear for interviews by the Peer Board, Administrative Staff and the Merit Board.
17. Have vision of at least 20/30 corrected in each eye.
18. Meet all requirements to be accepted by the Indiana Law Enforcement Academy, or be a graduate of an academy recognized by the Indiana L.E.T.B.
19. Maintain telephone and be able to be reached 24/7 in the event of a disaster or emergency.
20. Meet training requirements prescribed by Indiana Law.
21. Meet all requirements for employment as a Deputy Sheriff as prescribed by Indiana Law.
22. Be willing to work any shift, rotation or division.
23. Submit to being fingerprinted.
24. Have primary source of income from the Sheriff's Office if appointed.
25. Refrain from political activity prohibited by law, or that would create a conflict of interest as a Member of this department.

Duties - Vigo County Merit Deputy Sheriff

- Patrols assigned area on foot or in vehicle searching for suspicious activity or situations, and assists citizens with problems such as lost children, injured persons, animal bites, civil disputes, locked doors, vehicle inspections, verifications, and abandon vehicles.
- Along with referring persons to appropriate social service agencies when situation warrants.
- Monitors radio and other communication devices to receive assigned runs, and to maintain awareness of activities in assigned areas or by other officers.
- Responds to assigned run by driving (sometimes at higher speeds), walking, or running to a specified location, assesses situation, and determines need for other assistance, and takes appropriate action.
- Investigates accidents, extracts victims, provides emergency medical aid, gathers evidence, records observations and statements of witnesses and victims, requests assistance from other officers or agencies as needed, directs the removal of the vehicles involved, and ensures the area is clear.
- Searches crime scenes, and takes prescribed actions to preserve and protect evidence, and records findings and observations.
- Pursues, apprehends, searches, and arrests suspects using only necessary force, advises suspects of rights, transports suspect to detention area, and interviews victims, suspects, and witnesses, and records responses and observations.
- Restrains persons from physically striking or injuring others using appropriate force.
- Stops drivers of vehicles when traffic violations are observed, verifies license and registration data, advises driver of safe driving practices, and issues citation or makes arrest as warranted.
- Reports as directed to scenes of general emergencies, and takes appropriate action to protect life and property, such as directing traffic, quarantine area, assisting individuals in leaving area, prevents looting, and requests appropriate assistance. Removes persons from danger including carrying unconscious persons and provides emergency aid to injured persons.
- Maintains visibility in the community and acting as an ambassador for the County of Vigo.

Duties Cont'd - Vigo County Merit Deputy Sheriff

- Completes written, typed and verbal reports and completes forms as required by operating procedure.
- Testifies in court, and prepares for such testimony by reviewing reports and notes, meeting with attorneys, and obtaining appropriate evidence.
- Properly maintains uniforms, equipment, and weapons pursuant to departmental policy.
- Performs physical exercises to maintain physical condition.
- Works assigned shifts (subject to call-ins on days off) at the discretion of the Sheriff.
- Performs other related duties as assigned.

Essential Job Requirements, Skills, and Abilities:
Vigo County Merit Deputy Sheriff

- Extensive knowledge of law enforcement procedures and methods including patrol, traffic, officer safety, investigation, report writing and data systems.
- Extensive knowledge of criminal law procedures such as search and seizure, arrest, interrogation, confession, evidence, crime scene protection, due process, and court procedure.
- Extensive knowledge of criminal traffic law.
- Working knowledge of emergency medical treatment procedures, and ability to apply those procedures safely to others.
- Ability to stand or sit for long periods of time, sometimes in extreme weather conditions.
- Ability to operate a vehicle safely at high speeds under less than ideal conditions or weather.
- Ability to physically protect one's self, and restrain others.
- Ability to pursue suspects by running, climbing stairs, forcing entry, scaling walls and jumping fences.
- Ability to sustain physical effort in situations of personal danger or danger to others.
- Ability to use firearms and weapons accurately and safely.
- Ability to observe and report observations accurately and in detail.
- Knowledge of departmental rules, regulations, and department general orders.
- Ability to appropriately respond to emergencies from off-duty status.